



Item No. 12 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

FROM: ROBERT OVADIA, PUBLIC WORKS DIRECTOR

DATE: JULY 20, 2022

**SUBJECT: APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH
WILLDAN ENGINEERING FOR GENERAL PUBLIC WORKS
SUPPORT SERVICES**

RECOMMENDATION

The City Council approve a master professional services agreement with Willdan Engineering for general Public Works support services; Authorize the City Attorney to prepare the agreement; authorize the City Manager to sign the agreement and execute individual task orders.

BACKGROUND

The Town's Senior Engineer/Maintenance Manager resigned effective June 10, 2022. Some of the Senior Engineer's responsibilities include plan review for grading and drainage permits, encroachment permit plan review and inspection, as well as management, design, and inspection of various capital improvement projects. With the adoption of the Town's FY 2022-2023 Capital Improvement Program, the number and complexity of the Capital Improvement Program Projects has increased.

ANALYSIS

Willdan Engineering is a multi-disciplinary professional services consultant that provides project specific and general staff support to municipalities including Public Works and Engineering. Staff initially reached out to Willdan for potential to support the Town with managing implementation of the Town's upcoming CIP.

Upon resignation of the Senior Engineer/Maintenance Manager, the Town reached out to three consultants to provide interim staffing assistance in permit plan reviews, inspection and to assist in managing and inspecting approved street maintenance contracts for street slurry seals and overlays.

Willdan Engineering was able to quickly step in and provide some interim staff support for these pending projects and tasks. It is staff's intent to refill the engineer position at some level.

The proposed master agreement for general engineering support will allow for continued interim staff support until a permanent engineer is hired. Additionally, the agreement will allow for additional support services on a Task Order basis to assist with various projects and needs. The potential support services include:

- Development Services Engineering, Technical Review and Inspection Services
- Engineering, Project Management, Project Delivery Support Services
- Traffic Engineering Support Services
- Environmental Support Services

The available services, primary support staff and billing rates are provided in the attached proposal.

Current staffing, even with the filling of the engineer position, is insufficient to manage and implement the number of projects approved in the Capital Improvement Program. As noted above, support services would be provided on a Task Order basis related to specific projects or needs. General support would be funded through the Public Works Operating Budget and Capital program support would be funded through the individual project or programs supported.

POLICY FOCUS

The Council policy focus should be on maintaining plan review, permitting, and inspection support services support services and on the ability to manage and implement the approved FY 2022-2023 Capital Improvement Program.

FISCAL IMPACT

A total of \$100,000 has been approved in the FY 2022-23 Public Works general operating budget for Contract Engineering services.

GOAL ALIGNMENT

This report and its contents are in alignment with the following Council Policy Goals:

- Goal A – Maintain Fiscal Responsibility
- Goal B – Preserve Small Town Character and Quality of Life
- Goal F – Be Forward-Thinking, Well-Managed, and Well-Planned

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials. The

Town maintains an active and up to date Project Website at <http://ca-atherton.civicplus.com/index.aspx?NID=290>.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item ____ has or X has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)
- Transportation Committee (meets every other month)

ATTACHMENTS

1. Willdan Engineering Proposal dated June 16, 2022

June 16, 2022

Robert Ovadia, P.E.
Director of Public Works

Town of Atherton
80 Fair Oaks Lane
Atherton, CA 94027

Subject: Public Work's Services: Engineering, Plan Review, Construction Inspection, Construction Management, Project Management, Environmental, Planning, and Traffic Engineering.

Dear Mr. Ovadia:

Willdan Engineering (Willdan) is pleased to provide professional services as requested to the Town of Atherton. Services will be provided remotely or at Town offices, as requested by Town staff and as appropriate for the work assignment. Primary responsibilities are as follows:

Development Services Engineering, Technical Review and Inspection Services

- Support the front counter to review Encroachment Permit, and Grading submittals, answer engineering and technical questions and provide assistance to applicants as needed.
- Review Encroachment Permit applications to ensure that all Town requirements are met and that required engineering practices are included in the proposed projects.
- Review Grading, Drainage and Storm Water Treatment applications to ensure that all Town requirements are met and that good engineering practices are included in the proposed projects.
- Prepare correspondence on behalf of the Town to applicants informing them of the approval of, or modifications necessary to gain approval of, their Permit Application.
- Provide On-Site Construction Inspection Services, Construction Management, and Public Work's Field review and observation reporting services.
- Field reporting and documentation of inspection and field observations as required by project type and revenue source.
- Processing and inputting application details into the Town's permitting software system.
- Professional Land Surveyor services including map check, and review of development related submittals including lot line adjustments, records or survey, map submittals and related technical review activities.
- Provide development application review and the preparation of conditions of approval, including plan.
- Provide field inspection services.

Engineering, Project Management, Project Delivery Support Services

- Project management and associated project delivery support services including planning, funding authorizations, phasing, technical support through initial planning studies, environmental coordination, engineering design and bid document preparation, surveying, cost estimating, bidding and construction support, preparation of project and design exhibits,

presentations, and meeting coordination for stakeholders and to the Town's Elected Officials.

- Project permitting support services, including permit scoping, permitting agency consultation support services, sub-consultant management and coordination, stakeholder coordination, associated project planning activities. Permitting support services include project review and application filing support with local, regional, state, and federal regulatory and permitting agencies.
- Funding and grant support services.
- ADA design, CASP certified engineering support, planning and general ADA program compliance consultations.
- Engineering and technical support services may include GIS, surveying, CAD, and other technical analysis services and tools.
- Support the Town Capital Improvement Program through budgeting, scheduling, and project planning support services.
- Oversee and manage technical support services, and projects, completed by other Willdan staff.
- Other additional related assignments and duties as requested.
- Attend public meetings and hearings on an as-needed basis.
- Provide support services to other Town divisions and departments as requested.

Traffic Engineering Support Services

- Prepare and review Engineering Traffic Survey (E&TS), and associated review and analysis for establishment and maintenance of enforceable speed zones as well as other traffic control device implementation and establishment.
- Comment on traffic engineering related improvements typically shown on Signal and/or Striping/Signing Plans.
- Field review higher level complaints and make recommendations regarding traffic control devices.
- When directed, meet with the public.
- Approve major Traffic Control Plans, often involving road closures/detours and staged construction.
- Assist with the preparation of Intersection Control Evaluation (ICE) reports for proposed roundabouts.
- Identify collision locations (using TIMS and Crossroads) and recommend countermeasures.
- Prepare grant applications, including HSIP.
- Assess current traffic progression and operations at signalized intersections and assist with the implementation of new timing plans.
- Use software to optimize signal timing and calculate level-of-service.
- Review proposed lighting and signal hardware improvements.
- Perform sight distance measurements in accordance with the Highway Design Manual.
- Provide consultation on use of traffic calming measures, including speed humps.



Environmental Support Services

- Assist with CEQA and NEPA compliance for public works infrastructure projects (CDBG and/or locally funded), such as bridges, street improvements, drainage projects, scour abatement projects, etc.
- Coordinate on-call environmental services for technical studies and permitting.
- Project permitting support services, including permit scoping, permitting agency consultation support services, sub-consultant management and coordination, stakeholder coordination, associated project planning activities. Permitting support services include project review and application filing support with local, regional, state, and federal regulatory and permitting agencies.

The staff, their billing rate, and primary responsibilities, identified to provide these services are included in Table 1, Primary Support Staff, below. These rates shown are fully burdened or “all-inclusive” billing rates. Additional Willdan staff may be used to complete services at the request of the Town, and their services will be billed according to Exhibit A, Schedule of Hourly Rates. Based on contract negotiations, the rates shown in Exhibit A shall be maintained as effective through June 30, 2023, thereafter, the rates may be raised once per year to the value between the 12-month percent change of the Consumer Price Index for the Los Angeles/Orange County/Sacramento/San Francisco/San Jose areas and five percent.

Table 1: Billing Rate of Primary Support Staff

Staff Name	Primary Role (Title on Schedule of Hourly Rates)	Billing Rate
Jonathan Mitchell	Client Services & Project Manager (Principal Engineer)	\$245/hr.
David Rubio	Technical Services: Inspection, Counter Support, Plan Check, Field Review, Design. (Designer II)	\$166/hr.
Christine Kudija, JD, AICP, ASLA	Environmental Planning and Associated Permitting and Field Review Support; (Principal Planner)	\$189/hr.
Gordon Lum, TE	Traffic Engineering Services (Traffic Engineer II)	\$195/hr.
Fred Wickman, PE	Transportation Engineering Services (City Engineer I)	\$212/hr.
Daniel Lierly	Sr. Engineer (Sr. Engineer II)	\$188/hr.

We sincerely appreciate the opportunity to offer professional engineering and technical services to the Town of Atherton and look forward to assisting you with your project needs. If you have any questions, or need additional information, please contact me at (916) 662-0634 or at jmitchell@willdan.com. Please indicate the Town’s approval and authorization to proceed by either signing two originals and returning one hard-copy original to our office, or by scanning one signed original and returning it by e-mail. Thank you again for this opportunity to provide support services.





Schedule of Hourly Rates

Effective July 1, 2022 to June 30, 2023

DESIGN ENGINEERING		BUILDING AND SAFETY		CONSTRUCTION MANAGEMENT	
Technical Aide I	\$74	Assistant Code Enforcement Officer	\$98	Labor Compliance Specialist	\$132
Technical Aide II	\$96	Code Enforcement Officer	\$112	Labor Compliance Manager	\$166
Technical Aide III	\$115	Senior Code Enforcement Officer	\$132	Utility Coordinator	\$167
CAD Operator I	\$120	Supervisor Code Enforcement	\$160	Office Engineer I	\$133
CAD Operator II	\$139	Plans Examiner Aide	\$105	Office Engineer II	\$148
CAD Operator III	\$154	Plans Examiner	\$160	Assistant Construction Manager	\$145
GIS Analyst I	\$160	Senior Plans Examiner	\$175	Construction Manager	\$168
GIS Analyst II	\$175	Assistant Construction Permit Specialist	\$112	Senior Construction Manager	\$182
GIS Analyst III	\$185	Construction Permit Specialist	\$118	Resident Engineer I	\$189
Environmental Analyst I	\$133	Senior Construction Permit Specialist ***	\$139	Resident Engineer II	\$196
Environmental Analyst II	\$149	Supervising Construction Permit Specialist	\$147	Project Manager IV	\$212
Environmental Analyst III	\$159	Assistant Building Inspector	\$132	Deputy Director	\$220
Environmental Specialist	\$171	Building Inspector***	\$147	Director	\$226
Designer I	\$160	Senior Building Inspector	\$160	INSPECTION SERVICES	
Designer II	\$166	Supervising Building Inspector	\$175	Public Works Observer **	\$113
Senior Designer I	\$175	Inspector of Record	\$187	Public Works Observer ***	\$138
Senior Designer II	\$184	Deputy Building Official	\$187	Senior Public Works Observer**	\$124
Design Manager	\$185	Building Official	\$189	Senior Public Works Observer ***	\$138
Senior Design Manager	\$188	Plan Check Engineer	\$183	MAPPING AND EXPERT SERVICES	
Project Manager I	\$169	Supervising Plan Check Engineer	\$185	Survey Analyst I	\$139
Project Manager II	\$187	Principal Project Manager	\$216	Survey Analyst II	\$160
Project Manager III	\$197	Deputy Director	\$220	Senior Survey Analyst	\$182
Project Manager IV	\$212	Director	\$226	Supervisor - Survey & Mapping	\$191
Principal Project Manager	\$216	PLANNING		Principal Project Manager	\$216
Program Manager I	\$187	CDBG Technician	\$78	LANDSCAPE ARCHITECTURE	
Program Manager II	\$199	CDBG Specialists	\$93	Assistant Landscape Architect	\$139
Program Manager III	\$217	CDBG Analyst	\$110	Associate Landscape Architect	\$160
Assistant Engineer I	\$133	CDBG Coordinator	\$138	Senior Landscape Architect	\$175
Assistant Engineer II	\$148	CDBG Manager	\$166	Principal Landscape Architect	\$185
Assistant Engineer III	\$157	Planning Technician	\$118	Principal Project Manager	\$216
Assistant Engineer IV	\$165	Assistant Planner	\$147		
Associate Engineer I	\$170	Associate Planner	\$160		
Associate Engineer II	\$177	Senior Planner	\$182		
Associate Engineer III	\$181	Principal Planner	\$189		
Senior Engineer I	\$184	Planning Manager	\$201		
Senior Engineer II	\$188	Deputy Director	\$220		
Senior Engineer III	\$187	Director	\$226		
Senior Engineer IV	\$195	ADMINISTRATIVE			
Supervising Engineer	\$199	Administrative Assistant I	\$90		
Traffic Engineer I	\$199	Administrative Assistant II	\$109		
Traffic Engineer II	\$212	Administrative Assistant III	\$127		
City Engineer I	\$212	Project Accountant I	\$102		
City Engineer II	\$220	Project Accountant II	\$119		
Deputy Director	\$220	Project Controller I	\$127		
Director	\$226	Project Controller II	\$143		
Principal Engineer	\$245				

** For Non-Prevailing Wage Project *** For Prevailing Wage Project
 Mileage/Field Vehicle usage will be charged at the rate in accordance with the current FTR mileage reimbursement rate, subject to negotiation.

Additional billing classifications may be added to the above listing during the year as new positions are created. Consultation in connection with litigation and court appearances will be quoted separately. The above schedule is for straight time. Overtime will be charged at 1.5 times, and Sundays and holidays, 2.0 times the standard rates. Blueprinting, reproduction, messenger services, and printing will be invoiced at cost plus fifteen percent (15%). A sub consultant management fee of fifteen percent (15%) will be added to the direct cost of all sub consultant services to provide for the cost of administration, consultation, and coordination. Valid July 1, 2022 thru June 30, 2023, thereafter, the rates may be raised once per year to the value between the 12-month % change of the Consumer Price Index for the Los Angeles/Orange County/Sacramento/San Francisco/San Jose area and five percent. For prevailing wage classifications, the increase will be per the prevailing wage increase set by the California Department of Industrial Relations.